



101 OLD PLANTERSVILLE ROAD, MONTGOMERY, TEXAS 77316

Telephone: (936) 597-6434

Leak Adjustment Request

To request a leak adjustment, please complete and submit this form. The form must be completed in its entirety to be considered. Please attach a brief description of how the repair was completed and a copy of the repair receipt by a licensed plumber or a receipt for parts and photos of the repair. The number of gallons decided upon by staff will be final.

1. Service address of leak: _____
2. Name on the Account: _____
3. Leak time frame in question: _____
This will be the date range from the date the leak began to the date repaired.
4. How was the leak repaired? _____
(EXAMPLES: Hired a plumber or I repaired the leak myself by purchasing and installing a part.)
5. Include copies of any repair receipts:
(EXAMPLES: Receipt for licensed plumber or if you repaired the leak yourself include receipt for parts.)
6. Include photo(s) of repairs if completed by anyone other than a licensed plumber.
7. Reason for requested adjustment:
I am requesting a reduction in the utility bill(s) from the City of Montgomery because of a defect experienced at the property above.

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1. I have attached documentation/evidence of the repair of the leak.
 2. I understand that any adjustment will be forthcoming on the next billing.
 3. I also understand I will not be eligible for another adjustment for at least 12-months.

Signature

Date

Printed Name

By signing your name, you understand that the information given above will be used in processing your adjustment request. You are also agreeing that the information given to the city is correct.